

DEFINITION:

Under administrative direction, plan, organize, and direct one or more of the following areas: accounting, auditing, accounts payable, payroll processing, revenue and expenditure recordation, budget control, fixed assets, grant accounting, and other financial and information activities of the City and other legal entities controlled by the City; assist the City Manager's Office with preparation of the annual budget as assigned.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Finance Officer include, but are not limited to, the following:

1. Develop and implement goals, objectives, plans and priorities for the Finance Department.
Measures: Well conceived and practical operating plans, objectives, and mission statements.
2. Plan, organize, and direct the financial activities of the City, including auditing, accounting, cash flow analysis, billing and revenue recordation, payable and expenditure processing.
Measures: Sound and efficient financial systems.
3. Direct the preparation of the Annual Comprehensive Financial Report, and other financial statements and reports that may be required throughout the year for the City and other legal entities controlled by the City.
Measures: Timely and accurate reporting of financial activities.
4. Assist Finance Director in preparing the proposed and Annual Budgets for City along with mid-year review and updates as may be required.
Measures: Timeliness and accuracy of reports.
5. Assist departments in establishing, developing, implementing, and testing internal controls and procedures.
Measures: Effective internal controls within the City.
6. Select, supervise, train, evaluate, dismiss and perform disciplinary action of subordinate personnel.
Measures: Well qualified, motivated employees.

7. Oversee preparation of accounts payable and payroll checks for vendors and employees, respectively.

Measure: Timely, accurate payments to vendors and employees.

8. Control and maintain City fixed asset records, as assigned.

Measures: Accurate accounting of capital assets, including corresponding depreciation expense.

9. Oversee billing of general accounts receivable.

Measures: Prompt, timely bills to recipients of service and monitor of collection procedures.

10. Coordinate, review, and direct the design and implementation of information system programs in the Finance Department.

Measures: Increases efficiency of City operations.

11. Serve on Long Term Debt Committee for issuance of debt for financing of major projects/improvements and equipment, as assigned.

Measures: Securing of debt finance needs of the City as needed.

12. Serve on City committees, as assigned.

Measures: Assist in developing and implementing a uniform and cohesive policies.

13. Perform other related administrative duties as may be assigned.

QUALIFICATIONS:

Knowledge of:

Principles, practices and methods of governmental accounting and auditing; budget preparation and analysis; debt financing methods; modern office practices, procedures, methods and equipment; principles and techniques of information systems; principles of administration, supervision and employee training; state and federal laws, local ordinances, and resolutions pertaining to municipal financing.

Ability to:

Effectively communicate both verbally and in writing. Interact effectively with the public and employees. Plan and direct the maintenance of the City financial records; analyze and interpret fiscal and accounting records and data; establish and maintain cooperative working relationships within the Finance Department, with other City personnel, and the general public.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's degree from an accredited college, university, or equivalent experience in accounting, finance, business or public administration. Advanced degree in Business/Public Administration and/or a Certified Public Accountant Certificate is preferred.

Experience:

Typical experience would include seven years progressive experience in accounting, budgeting and financial analysis, including two years of supervisory experience. Governmental accounting experience highly desirable.